

MINUTES
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, September 10, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	<u>X</u>	Sandy Popp	<u>X</u>
Brandon Cooper	<u> </u>	Cole Runge	<u>X</u>
Pat Finder-Stone	<u>X</u>	Mary Schlautman	<u>X</u>
Chris Hasselbacher	<u>X</u>	Julie Tetzlaff	<u>X</u>
Kathy Hillary	<u> </u>	Derek Weyer	<u>Exc</u>
George Jackson	<u>X</u>	Tina Whetung	<u> </u>
Debbie Johnson	<u>X</u>	John Withbroe	<u> </u>
Patty Kiewiz	<u>X</u>	Vacant – BC Exec.	<u> </u>
Byia Martin	<u>X</u>	Vacant – BC Board	<u> </u>
Barbara Natelle	<u> </u>	Vacant – BC Human Svcs	<u> </u>

OTHERS PRESENT: Lisa J. Conard and Essie Fels.

C. Runge opened the meeting at 10:00 a.m.

ORDER OF BUSINESS

1. Approval of the June 11, 2012, Transportation Coordinating Committee meeting minutes.

A motion was made by P. Finder-Stone, seconded by M. Schlautman, to approve the June 11, 2012, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Discussion of the development process for the 2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County. (summary document attached)

C. Runge stated that the human services transportation provisions of the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21st Century (MAP-21) require the publication of a locally-developed Coordinated Public Transit-Human Services Transportation Plan.

C. Runge stated that the Wisconsin Department of Transportation (WisDOT) developed a county meeting process several years ago to comply with this requirement and staff developed a plan most recently in 2008. Many of the agencies represented on the TCC participated in the process.

A part of the process involves the development of a comprehensive mailing list of interested parties. Staff will be in contact with many of the TCC members in the coming months in an effort to finalize the list.

C. Runge stated that MPO staff is planning on conducting the required County meeting in early 2013.

C. Runge stated that anyone interested in reviewing the 2008 plan can do so on the county's website (<http://www.co.brown.wi.us> click on departments, planning, transportation,

and specialized transportation in Brown County).

3. Discussion and possible action concerning the development of a letter of appreciation to Congressmen Reid Ribble and Tom Petri for their work on the public transportation elements of Moving Ahead for Progress in the 21st Century (MAP-21).

C. Runge stated that S. Popp requested this item be placed on the agenda.

C. Runge stated that MAP-21 is considered a short-range transportation law. It will expire in two years. Language regarding flexibility was included which allows Metro and other systems in areas over 200,000 population and operating under 100 peak buses to use federal capital assistance for operating expenses.

C. Runge stated that WisDOT staff recently mentioned at a meeting that the state received approximately \$20,000,000 in discretionary capital money in the last year to distribute to transit systems in Wisconsin. However, it is anticipated that MAP-21 will bring this down to approximately \$6,000,000 over the next year.

L. Conard stated that Green Bay Metro will receive about 55% of its budget through state and federal operating assistance grants in 2012. In the recent past, it was 58.5%. As the assistance decreases, Metro is forced to increase the contribution its local partners pay (city of Green Bay and De Pere and the villages of Allouez, Ashwaubenon, and Bellevue) or cut service, raise fares, etc. L. Conard noted that the combined assistance was once 80%. L. Conard asked P. Kiewiz if WisDOT staff had provided any information on what the percentage would be for 2013.

P. Kiewiz stated that Green Bay Metro is waiting for WisDOT to answer that question. Metro staff has begun working on the initial draft budget and have included the rate of 55%. It is not known when the state will identify the exact amount.

C. Runge stated that MAP-21's flexibility provision was a short-term approach to addressing transit operating funding reductions, but this provision does not address the long-term funding issue for operations or capital expenses (buses, equipment, etc.). No new money is provided for transit operations or capital. MAP-21 only allows transit systems to use capital funds for certain operating expenses, and it is currently unknown how the state will distribute what appears to be a reduced amount of federal capital funds in the future.

S. Popp agreed that MAP-21 did not give us everything we hoped for and thanked C. Runge for the interpretation.

The committee agreed to show its appreciation for the work that Congressmen Ribble and Petri have done to date. All agreed that language stating there is more work to do would be appropriate for inclusion in the letter.

A motion was made by P. Finder-Stone, seconded by D. Brown, to direct C. Runge to write a letter on behalf of the committee to Congressmen Reid Ribble and Tom Petri that expresses appreciation for their work on the public transportation elements of MAP-21 and mentions that there is still work to be done to solve the transit funding problem. Motion carried.

4. Round robin discussion about paratransit service.

J. Tetzlaff stated that several client advocates have expressed appreciation for the excellent work of the new primary reservation/call-taker staff member at MV Transportation.

G. Jackson, MV Transportation manager, stated that MV staff continues to meet on a regular basis to discuss best practices for unique pick-up/drop-off sites as well as safety issues.

The remainder of the committee reported that MV was doing a good job.

5. Other matters.

P. Kiewiz stated that October 8, 2012, is the date the new paratransit program ticket policy will be implemented. P. Kiewiz has worked with the staff of human service agencies over the last few months to prepare for the change.

S. Popp asked if cash will continue to be accepted as well.

P. Kiewiz stated that cash will continue to be accepted.

L. Conard asked P. Kiewiz to confirm that the ticket price will vary depending on if the trip is a standard fare or an agency-related fare.

P. Kiewiz outlined the ticket system.

- \$3.00 standard fare (blue ticket)
- \$4.50 agency fare (lime green ticket for Brown County Human Services clients only)
- \$4.50 agency fare (orange ticket for all other human services agencies)

P. Kiewiz stated that Metro staff is hoping to keep the agency fare at \$4.50 in the near future. Green Bay Metro offers one of the lowest agency fare rates in the state. Many systems charge \$9.00 or more. P. Kiewiz cautioned that as budgets get tighter and tighter, Green Bay Metro might need to raise the agency fare.

L. Conard stated that it is important to note that all fare types, including monthly bus passes and daily cash fares (for the fixed route system) could change. Many local human services agencies also buy monthly or single bus ride passes for their clients and any increase will impact their budget.

C. Hasselbacher stated that members of the Brown County Human Services Department are working on the best way to internally manage the new ticket system and develop a distribution process to their clients.

P. Finder-Stone stated that she attended a Wisconsin Long-Term Care Advisory Council meeting in Madison recently. The council has created a subcommittee to evaluate LogistiCare's (Medicaid transportation service brokerage hired by the State of Wisconsin) performance. The subcommittee will forward its findings to the Governor.

S. Popp stated that the Wisconsin Department of Health Services (DHS) has been inundated with letters from various advocacy groups, clients, and the general public regarding concerns about the quality of service LogistiCare has been providing. Many of those have called for a legislative audit of the program.

C. Runge stated that an audit could find that the program is working as planned because the goal might have been to save state money by encouraging qualified clients to avoid taking medical trips at the state's expense. Although this approach could reduce state costs, it appears that many clients throughout the state have been unable to reach medical appointments. C. Runge stated that he hopes an audit would also look at the quality of service being provided by LogistiCare (e.g. on-time performance by LogistiCare transportation providers, appropriate matching of clients and vehicles, call taking procedures, and responses

to complaints that are submitted to LogistiCare).

L. Conard stated that to her knowledge LogistiCare has not shared its list of contracted private transportation providers with the public or staff. With the Coordinated Plan effort beginning in 2013, the law requires plan facilitators to invite local transportation providers to participate in the plan process. L. Conard stated that she would like to invite those under contract with LogistiCare but will need the list.

L. Conard stated that she noticed Abby Vans Inc. (a private transportation company) operating in Brown County.

S. Popp stated that Abby Vans is one of the companies under contract with LogistiCare. S. Popp has heard good reports from clients regarding the service that they received through Abby Vans.

L. Conard asked where they dispatch their vehicles.

Committee members believe the company is located in Neillsville, Wisconsin.

M. Schlautman stated that the Aging and Disabilities Resource Center staff has put together a list of companies they believe to be working with LogistiCare. M. Schlautman stated they developed the list by asking clients.

M. Schlautman subsequently provided the list to planning staff.

B. Martin stated that he has a client with a disability attending Rasmussen College. The client uses a wheelchair. The client is a fixed route bus user and has a difficult time reaching Rasmussen. The client is dropped off (using Metro's #6N inbound route) on the east side of Taylor Street across from the entrance to the parking lot for Rasmussen College (at a mid-block location). The client is having a difficult time maneuvering across the road because there are no sidewalks or crosswalks in the immediate area. Traveling from Larsen Road and Taylor Street (using the #6N outbound route) to the entrance is not an option because there are no sidewalks on the west side of the street either. Safety is a concern.

Dave Hansen of the city of Green Bay Department of Public Works has talked to P. Kiewiz about the situation. The city of Green Bay has no plans to install a crosswalk or sidewalks in the immediate area.

P. Kiewiz stated that direct bus service to the Rasmussen street entrance (the door side of a bus) would require a route change, which is something Green Bay Metro staff is not considering at the present time but could consider in the future.

The next meeting of the TCC is scheduled for:

Monday, December 10, 2012
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

6. Adjourn.

The meeting adjourned at 10:48 a.m.

**Summary of the Coordinated Public Transit-Human Services Transportation Plan Process
for Brown County, Wisconsin
by the Brown County Planning Commission Staff
August 22, 2012**

Coordinated Public Transit-Human Services Transportation Plan Requirement

The human services transportation provisions of the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21st Century (MAP-21) aim to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate transportation resources provided through multiple federal programs. Coordination will enhance transportation access, minimize duplication of services, and facilitate the most appropriate cost-effective transportation possible with available resources. To express these goals, the county is required to publish a locally-developed Coordinated Public Transit-Human Services Transportation Plan.

The Wisconsin Department of Transportation (WisDOT) has developed a county meeting process to comply with this requirement. In the case of Brown County, the Brown County Planning Commission/Green Bay Metropolitan Planning Organization (MPO) staff was chosen to coordinate the project, conduct meetings, and write the final report. The MPO planners were chosen because they are currently responsible for reviewing federal and state program applications, need to be aware and knowledgeable of transit programs and funding streams in each county, and are an independent and objective entity.

Brown County Compliance Process

In 2006, BCPC/MPO staff facilitated the development of the first *Coordinated Public Transit-Human Services Transportation Plan for Brown County, Wisconsin*. To view the most recent version of the plan, go to <http://www.co.brown.wi.us/> and click on Departments, Planning, Transportation, Specialized Transportation, and scroll down to the plan.

Background Information

To complete the 2006 plan, BCPC/MPO staff first developed a summary of current and projected demographic data regarding the targeted population, compiled an inventory of public and private transportation providers and services available in Brown County, and developed a list of federal and state programs offering transportation assistance.

County Meeting Process and Action Plan Development

Using WisDOT-endorsed guidelines, BCPC/MPO staff also developed a list of interested parties and invited them to participate in the county meeting. The county meeting was facilitated by BCPC/MPO staff and was designed to engage interested parties to identify the following:

- Needs and gaps in transportation services
- Possible solutions to the needs and gaps
- Persons or entities responsible for addressing needs and gaps
- A timeline for implementation
- Roadblocks to implementation

Following the meeting, BCPC/MPO staff evaluated the information that was discussed during the meeting and developed an action plan.

Program of Projects Requirement

SAFETEA-LU states that any approved program of projects that utilizes federal funds through the Section 5310 (Elderly Individuals and Persons with Disabilities Capital Assistance), Section 5316 (Job Access and Reverse Commute), or Section 5317 (New Freedom) program must be identified in a published Coordinated Public Transit-Human Services Transportation Plan. Although these federal programs might be combined or renamed under MAP-21, this requirement will still exist.

2013 Plan

Federal law requires that an update of the Coordinated Public Transit-Human Services Transportation Plan be prepared a minimum of every five years. Because the 2006 plan was last updated in 2008, BCPC/MPO staff is preparing to facilitate the next plan development effort in 2013.

MPO Staff Contacts:

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OPEN RECORDS REQUEST

December 13, 2012

County of Brown, WI - Auditor/Controller
Attn: Danny Process
Fax: 920-448-6221

Dear Mr. Process :

Edge Point Contracting, Inc. hereby requests a copy of the following in electronic format and/or whatever format exists:

1. An accounting of all uncashed checks/warrants (checks that have been issued by your government agency and remain outstanding) for six (6) months or more as of the date of this letter. Please only include items that can still be claimed by the payee and have **not** been escheated to the state.
 - Please include the payee name, date, amount, and any additional information if available.
 - If it is less time consuming and more cost effective, please only provide amounts which equal \$1,000.00 or more
 - If possible, please include the last known address of the payee.
2. An accounting of any unclaimed funds which have **not** been escheated to the state.
 - Please include the payee name, date, amount, and any additional information if available.
 - If it is less time consuming and more cost effective, please only provide amounts which equal \$1,000.00 or more
 - If possible, please include the last known address of the payee.

Edge Point is prepared to pay for all necessary expenses up to \$50.00. Please notify our office if the labor and materials exceed this amount.

Sincerely,

Jeffrey Falbo

Jeffrey Falbo
Edge Point Contracting, Inc.
foia@edgepointgc.com